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STATE OF WISCONSIN

## THIRD JUDICIAL DISTRICT

WAUKESHA COUNTY COURTHOUSE  
515 WEST MORELAND BLVD., ROOM C-359  
WAUKESHA, WISCONSIN 53188

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**TO: WAUKESHA COUNTY COURT SECURITY AND FACILITIES COMMITTEE:**

**Judge Michael O. Bohren**  
**Paul Decker, Co. Board Chair**  
**Sam Benedict, Public Defender**  
**Peter Wolff, County Board**  
**Kathy Madden, Clerk of Court**  
**Thomas Pieper, Court Comm.**  
**Jennifer Dunn, Victim/Witness**  
**Kelly Haag, Juvenile Clerk**

**Brad D. Schimel, District Attorney**  
**William Stolte, Emergency Management**  
**Shane Waeghe, Facilities Management**  
**Michael Neimon, DCA**  
**Eric Severson, Sheriff's Office**  
**Laura Stauffer, DOA**  
**Michelle Martin, Co. Bar. Assn.**  
**Shawn Lundie, County Executive Office**

**FROM: Michael Neimon, DCA**

**RE: SECURITY AND FACILITIES COMMITTEE MEETING, County Board Meeting Rm, C-179**

The next meeting of the Waukesha County Court Security & Facilities Committee is scheduled for 12:15 pm, **TUESDAY, January 28th, 2014** in the **COUNTY BOARD MEETING ROOM, C-179 on the first floor of the Courthouse**. If you cannot attend, please contact Judge Bohren.

1. Approval of Minutes from Previous Meeting-
2. Security Incident Articles/Recent Courthouse Incidents-Bohren
3. Watch List Postings-Madden
4. Critical Incident Planning Committee Report-Procedure Status-Stolte
5. Door Release Mechanism-Impact in emergency-Status-Waeghe
6. Secure parking for Court Commissioners – Bohren
7. Security Incident Report-Severson/Smidt  
Third and Fourth Quarters and Year End
8. Perimeter Screening at the Juvenile Center/Main Courthouse-Bohren

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**9. Review Compliance with SCR 68**

**A. Carry over from From October 23, 2012 Meeting: Supreme Court Rule Chapter 68.05(4)**

- (b) Secure Mail Handling Policy---Madden
- (h) Prohibited items---Severson
- (i) Notice to public/employees on prohibited items---Madden/Severson
- (j) Procedure to calibrate Screening equipment---Severson

**B. Supreme Court Rule 68.05(4)**

- (l) Policy for searching courtrooms and other vulnerable areas for explosives and other dangerous Instrumentalities before commencement of Court-Severson/Smidt
- (m) Preparedness Plan for disasters impacting Court-Stauffer/Stolte/Severson
- (n) A procedure to review building exterior with security features in mind, such as electronic surveillance and external lighting-Stauffer/Waeghe
- (o) A policy for the monitoring and surveillance of parking areas; vehicular access to building- Stauffer/Waeghe
- (p) A juror safety policy-Madden/Severson

**10. Other**

Next meeting: Tentative, April 29<sup>th</sup>, 2014, 12: 15 PM

cc: Chief Judge Koschnick, Deputy Chief Judge Carter